

LIBRARY EMPLOYEE **EMERGENCY FLIP GUIDE***

In Case of Emergency Call:	
On Campus Emergency	111
Police (non-Emergency)	432-4400
Preservation Emergency Phone (24 hours)	203-530-5414
Building / Maintenance Emergency (Day)	
Manager, Building Operations (SML, CCL)	432-1773
Local Buildings Operations Manager	
Central Campus/ Science Hill	432-6888
Medical Campus	785-4620
Building / Maintenance Emergency (Night)	
Central Campus/ Science Hill	432-6888
Medical Campus	785-5555
Sterling Hall of Medicine Security Desk	785-4202
Security Central Alarm Station (24 hours)	785-5555
Health Services/ Urgent Care	432-0123
Escort Services	432-9255
Nighttime Shuttle/Minibus Service	432-6330

Yale University Library, 2007

Introduction



A Evacuation Procedures



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



^{*}Guide format and some content taken from University of Illinois at Urbana-Champaign Employee Emergency Procedures booklet.



INTRODUCTION TO THE EMERGENCY FLIP GUIDE

This booklet presents a summary of some types of emergencies that an employee might face at the Library. This guide is not comprehensive, but is presented as a reference to assist you in responding to the emergency. Please remember three important things: do not take unnecessary risks; there is no substitute for remaining calm; and always use common sense. In the Flip Guide, please fill in the blank spaces the Local Building Operations Manager, Department/ Unit name, names, and phone numbers of the Department or Unit Heads and backups in case of an emergency. It is the responsibility of each department and/or unit to make certain the information is always current.

- > For Medical and Fire Emergencies, call On Campus Emergency at 111.
- > For Collections Emergencies, call the Preservation Emergency Phone (24 hours) at 203-530-5414.
- For any emergencies that are a threat to personal safety (e.g. bomb threat, explosion...) call On Campus Emergency at 111 and then notify the University Librarian's Office at 432-1818 or 432-1810.
- For <u>non-emergency facilities-related issues</u>, call or e-mail any pertinent information to the appropriate authorities for your library (please refer to page one of this guide).

Introduction Evacuation Procedures Smoke/Fire/Explosion Medical Emergency Chemical Spill Power Failure Theft or Vandalism Suspicious Mail/Package





- 1) Stay calm.
- 2) Proceed to the nearest exit.
 - O Use alternate exit if primary exit is obstructed.
 - Close office doors behind you as you leave.
 - Do not use the elevator.
 - Keep low to the floor if smoke is present.
- 3) Proceed to your department's meeting place, which is at the following location:
- 4) DO NOT re-enter the building until emergency personnel declare it is safe to do so.



A Evacuation Procedures



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package







SMOKE/ FIRE/ EXPLOSION

WARNING: Do not take unnecessary risks; Call Emergency only if it is safe to do so.

- 1) Sound alarm immediately (if not already sounding)
- 2) Report smoke/fire/explosion from a safely located telephone Campus Emergency: 111 OR Blue emergency phone (outside)
 - > Library location and room number
 - Nature and extent of emergency
 - > Your name
 - > The number/location you are calling from
- 3) IMMEDIATELY evacuate the building
 - > Go to predetermined department location for check-in which is at the following location:

DO NOT re-enter the building until emergency personnel declare it is safe to do so.



Smoke/Fire/Explosion



Medical Emergency



Chemical Spill



Power Failure



Theft or Vandalism



Suspicious Mail/Package



Water or Flood

MB THREAT

OMB THREAT





WARNING: Do not move the injured person.

1) Call

On Campus Emergency: 111

OR

University Health Services/ Urgent Care: 432-0123

OR

Police: 432-4400

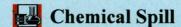
2) Report

- ➤ Library location and room number
- > Best entrance for responder to go to
 - o Someone should meet responder at entrance
- > Nature and extent of emergency
- Your name
- The number you are calling from
- Complete and file an incident report (employee OR member of the public)
 - o Incident report: http://www.library.yale.edu/lhr/forms/dept_rept_of_injury.pdf

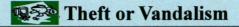
3) Request

- > Immediate medical assistance
- > Follow instructions of emergency personnel

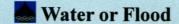
















CHEMICAL SPILL

WARNING: Alert persons in the immediate area of spill. Isolate the area.

1) Call	2) Report
Police: 432-4400	Library location and room number
AND	 Best entrance for responder to go to Someone should meet responder at entrance
Office of Environmental Health & Safety	Nature and extent of emergency
(OEHS)	> Your name
785-3555 (day)	➤ The number you are calling from
432-4400 (night)	> DO NOT HANG UP UNTIL
	INSTRUCTED TO DO SO
AND	
	3) Request
Unit/Library Supervisor:	
Bobby Pileth	> A crew from OEHS for immediate
Phone (W):	assistance
Phone (H):	> Follow instructions of OEHS/
Phone (C):	emergency personnel
Cho	emical Spill
Po	wer Failure
Thef	t or Vandalism
Suspicion Suspicion	us Mail/Package

Water or Flood

BOMB THREAT

BOMB THREAT





POWER FAILURE

DANGER: Avoid flooded areas and exposed power lines.

1) Call

SML, CCL

Phone (W):

Manager, Building Operations & Security (John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving (Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888

Medical Campus: 785-4620

Local Building Operations Manager:
Name:
Phone:
Phone:
Backup:
Name:
Phone:
Phone:
AND
Unit/Library Supervisor:
Phone (H):
Phone (C):

After Hours

SML, CCL:

Evening/Weekend Security Supervisor (Joe Garibaldi): 432-1830, 203-627-4620

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888

Medical Campus: 785-5555

2) Report

- Library location and room number
- > Best entrance for responder to go to
 - o Someone should meet responder at entrance
- Nature and extent of emergency
- > Your name
- The number you are calling from

3) Request

- > Immediate assistance
- Follow instructions of emergency and security personnel



Power Failure



Theft or Vandalism



Suspicious Mail/Package



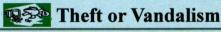


COLLECTIONS THEFT OR VANDALISM

WARNING: Do not touch or move anything at the scene. For personal item theft or vandalism, call 111 OR 432-4400.

1) Call	After hours
Police: 432-4400 AND	SML, CCL: Evening/Weekend Security Supervisor (Joe Garibaldi): 432-1830 or 203-627-4620
SML, CCL Manager, Building Operations & Security (John Vincenti): 432-1773 or 203-627-6845 Backup: Manager, Shipping & Receiving (Tony Ferraiolo): 432-6766 or 203-370-9031	All Libraries except SML, CCL: Central Alarm Station: 785-555 AND Unit/Library Supervisor
All Libraries except SML, CCL: Local Building Operations Manager: Name: Phone:	Collection Damage (24 hours): Preservation Department: 203-530-5414 2) Report
Phone:	 Library location and room number Best entrance for responder to go to Someone should meet responder at entrance Nature and extent of emergency Your name The number you are calling from Fill out and turn in security violation report: http://www.library.yale.edu/lhr/form_Collection%20Security%20Violation%20Report.doc
Phone (C):	3) Request
	> Immediate assistance

- Follow instructions of emergency personnel





Suspicious Mail/Package





SUSPICIOUS MAIL/ PACKAGE

WARNING: Do not touch, move, or open object. Treat items as suspect. Isolate area. Evacuate immediate area.

1) Call/ Notify	After hours:
Warning: DO NOT USE CELL PHONE – Signal could detonate bomb.	SML, CCL: Evening/Weekend Security Supervisor (Joe Garibaldi): 432-1830 or 203-627-4620
Police: 432-4400	All Libraries except SML, CCL:
AND	Central Alarm Station: 785-5555
SML, CCL:	AND
Manager, Building Operations & Security (John Vincenti): 432-1773 or 203-627-6845	Unit/ Library Supervisor
Backup: Manager, Shipping & Receiving (Tony Ferraiolo): 432-6766 or 203-370-9031	2) Report
All Libraries except SML, CCL: Local Buildings Operations Manager Name: Phone: Phone:	 Library location and room number Best entrance for responder to go to Someone should meet responder at entrance Nature and extent of emergency Your name
Backup:Phone:	 Total harde The number you are calling from DO NOT HANG UP UNTIL INSTRUCTED TO DO SO
AND	3) Request
Unit/Library Supervisor:	 Immediate assistance Follow instructions of emergency
Phone (W):	personnel
Phone (H):	
Phone (C):	



Suspicious Mail/Package







WATER OR FLOOD

DANGER: Possibility of electric shock in flooded areas.

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Ш	all

SML, CCL:

Manager, Building Operations & Security (John Vincenti): 432-1773 or 203-627-6845

Backup: Manager, Shipping & Receiving (Tony Ferraiolo): 432-6766 or 203-370-9031

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888

Medical Campus: 785-4620

Local Building Operations Manager:
Name:
Phone:
Phone:
Backup:
Name:
Phone:
Phone:
AND
Unit/Library Supervisor:
Phone (W):
Phone (H):
Phone (C):

After hours

SML, CCL:

Evening/Weekend Security Supervisor (Joe Garibaldi): 432-1830 or 203-627-4620

All Libraries except SML, CCL:

Central Campus/ Science Hill: 432-6888

Medical Campus: 785-5555

AND

Unit/Library Supervisor

Collection Damage (24 hours):

Preservation Department: 203-530-5414

2) Report

- > Library location and room number
- > Best entrance for responder to go to
 - Someone should meet responder at entrance
- > Nature and extent of emergency
- > Your name
- > The number you are calling from

3) Request

- > Immediate assistance
- Ask for further instructions before hanging up





BOMB THREAT CALL: 432-4400

QUESTIONS TO ASK:

- 1. When is bomb going to explode?
- 2. Where is it right now?
- What does it look like?
- 4. What kind of bomb is it?
- 5. What will cause it to explode?
- 6. Did you place the bomb?
- 7. Why?
- 8. What is your address?
- 9. What is your name?

EXACT WORL	DING OF THE THRE	AT:

Sex of caller:	Race:	
Age:	Length of call:	
Number at whi	ich call is received:	
Time:	Date: /	,





BOMB THREAT CALL: 432-4400

QUESTIONS TO ASK:

- 1. When is bomb going to explode?
- 2. Where is it right now?
- 3. What does it look like?
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EXACT WORD	DING OF THE THREAT:
Sex of caller: _	Race:
Age:	_Length of call:
Number at whi	ch call is received:

BOMB THREAT

Date: _____